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ABSTRACT

A questionnaire survey, conducted among the professional staff of the Kansas State Department of Education, identified need studies that had been previously undertaken in conjunction with department activities, and solicited staff opinions concerning educational needs. The staff reported that 25 need studies had been conducted; the staff contributed 142 statements of educational needs. Three areas of need reported, in order of importance, were organizational reform, definition of educational purposes (goals and objectives), and improvement of educational programs. (Author)

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EDUCATIONAL NEEDS IN THE STATE OF KANSAS, AS INDICATED BY STATE DEPARTMENT OF EDUCATION STAFF

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Educational Needs in the State of Kansas, as Indicated by State Department of Education Staff

Problem

The Kansas State Department of Education staff were surveyed via the appended questionnaire to ascertain (a) need studies which have been undertaken in conjunction with any of the Department activities, and (b) needs for educational programs. Other information collected with this questionnaire were the proportion of total professional staff responding to the questionnaire by division, and estimated staff costs for completing the questionnaire. The following are the findings of the questionnaire.

Findings

Reported in this section are those findings obtained from the questionnaire appended over and above those referenced therein.

Respondents

Respondents to the questionnaire were professional staff of the Kansas State Department of Education. Table 1 lists the per cent by division of total professional staff respondents. A total of 62% of the professional staff returned the questionnaire. The participation in this questionnaire was considered low, since it was expected that better than 90% of the staff would return the questionnaire. It is felt that the low response was due, in part, to insufficient information regarding the questionnaire prior to its distribution.

Table 1

Per Cent of Professional Staff Respondents

to the Staff Need Survey Questionnaire

by Division

Division	Number of Respondents	Per Cent
Administrative Service	18	75%
Accreditation, Certification and Adult Education	14	74%
Central Administration	4	57%
Vocational-Technical Education	8	50%
Instructional Services	17	45%
No Division Indicated	3	3%
Total	64	62%

Questionnaire Completion Costs

Two items on the questionnaire were used to estimate questionnaire completion costs: the state civil service salary range number and the questionnaire completion time for each respondent. Where data were missing or invalid data were reported, the following methods were used to provide the data points: (a) For missing state civil service salary range numbers, the median level of 38 was used. (b) For missing questionnaire completion times, the method of averages was used. The

average time to complete the questionnaire was 27 minutes, both with and without consideration for missing data. Completion time ranged from five minutes to two hours.

Twenty-nine respondents did not indicate their questionnaire completion times, and 13 respondents did not indicate their state civil service salary range numbers. One of the 29 respondents indicated that he(she) felt the questionnaire completion time blanks to be a "ridiculous item." One questionnaire was answered by a group of nine people, who indicated the total elapsed time for completing the questionnaire was 7.5 hours. It was difficult to determine whether each person spent 7.5 hours on the questionnaire or if the figure represented the total time spent by the group. If the total time spent on the questionnaire by the group was 7.5 hours, then the average time for each person would have been 50 minutes causing the total sample average time for questionnaire completion to increase. On the other hand, if each person spent 7.5 hours, then each spent over 350% more time than the next nearest respondents, and such a finding would be suspect. Hence, this response was considered invalid.

The state civil service salary range number was converted to a median hourly rate, which was multiplied by the questionnaire completion time for each respondent, resulting in the questionnaire completion cost by respondent. The estimated average cost per respondent was $2.63, and the total estimated cost for questionnaire completion was $168.30.

Need Studies Available to the Kansas State Department of Education

Need studies which have been undertaken in conjunction with any activities of the various sections of the Kansas State Department of Education, as indicated by staff but not included in the questionnaire appended, are listed below:

1. Coordination and Correlation of Programs of each Occupational Sector of all Levels.
2. Elementary School Guidance Programs Status Questionnaire.
3. Evaluation of Elementary, Junior High, and Senior High Educational Programs.
4. Followup Survey of Vocational Educational Students by Kansas State Teachers College.
5. Guidance Needs and Services as Related to the State Plan for Vocational Education by State Advisory Committee for Guidance and Counseling.
6. Kansas Legislative Council State Study of Special Education Programs, 17th Biennial Report of Legislative Council, December 1966, Proposal No. 6.
7. Manpower Needs and Job Opportunities in Kansas.
8. Master Plan for Education, SCR No. 40-1970.
9. A Method of Storing and Retrieving Statistical Information Contained on Applications Submitted by Adults Who Are Requesting the GED or High School Credit Courses. This includes ages, occupations, reasons for leaving school, and test score grades.
10. Ozark Regional Community Study. Matching People with Jobs. Covers nine counties in southeast Kansas.

11. Present Preparation of Teachers Employed in Elementary and Secondary Schools and Junior Colleges.
12. Relative Need Study of Availability of School Library Resources, Textbooks, and Other Instructional Materials (1965).
13. Shortage of Teachers in Kansas for the 1970-71 School Term.
14. Space Study for State Agencies.
15. Specific Program and Finance Needs in Special Education, May, 1970, Title VI and General Special Education.
16. State Management Review, April 1970, by USOE.
17. Status of Health Education in Kansas Public Schools by Duech, Gerald K. (Doctoral Dissertation).
18. Study and Evaluation of District School Central Office.
19. Study of Accreditation and Certification Practices.
20. Study of Financial Support of School Districts, HCR No. 1121-1970.
21. Study of School Administration, SCR No. 63-1970.
22. Supply and Demand. Indicates the number of certificates and types issued by the certification section in a one-year period.
23. Title II Project Annual Inventories.
24. USOE Manpower Needs in Special Education for the Several States (in process).
25. USOE Departmental Management Survey: Self-Analysis by Staff and Report of Needs and Recommendations.

The studies listed above, studies referenced in the appendix, and the results of this survey will be used as primary sources of information to prepare a composite statement of educational needs for the State of Kansas.

Needs for Educational Programs

The second major section of the appended questionnaire assessed the opinions held by Kansas State Department of Education professional staff as to needs for educational programs. The needs have been grouped in accordance with a classification system presented by McLure[1] into the areas of (a) educational purpose, (b) clientele, (c) programs of instruction, (d) supportive services, (e) human resources, (f) physical resources, (g) finance, and (h) organization.

A. Educational Purpose.

1. Better define educational needs. (2 respondents)
2. Implement programs for the defined needs.
3. Implement the major recommendations of the USOE management review study.
4. Correlate the teaching-learning sequence in grades K-12.
5. Continuously evaluate and revise the curriculum. (2 respondents)
6. Incorporate process education, i.e., inquiry skills, discovery skills.
7. Coordinate in scope and sequence the curriculum for grades K-12.
8. Acquire a research orientation in educational programs.
9. Modify legislation in such a way as to provide the vehicles needed to achieve goals.
10. Investigate the middle school. (2 respondents)

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[1]McLure, W. P. Educational Planning within a State: Techniques for Survey and Analysis of Educational Needs, Washington, D. C.: Division of State Agency Cooperation, U. S. Office of Education, May 1, 1968.

11. Investigate drug, alcohol, and sex problems in Kansas schools.
12. Establish procedures for measuring behavioral outcomes.
13. Investigate the migrant student program. (2 respondents)
14. Disseminate the defined needs.
15. Assist in solving one or more of the needs which local education agencies selected from the 10 most critical defined needs.
16. Measure manpower deficiencies and job opportunities.
17. Establish evaluation criteria.
18. Provide state-wide follow-up of students.
19. Develop and implement an information system.

B. Clientele

1. Offer instruction based on assessment of each student's needs.
2. Provide individualized and enrichment programs for the intellectually gifted.
3. Provide individualized programs (academically, socially, emotionally) for the emotionally disturbed.
4. Orient the adult student for re-entering the academic atmosphere.
5. Train unemployed adults for available jobs.
6. Provide preschool education. (2 respondents)
7. Identify minority group populations.
8. Identify low-income families.
9. Obtain information on student health and nutrition.
10. Provide student accountability.
11. Provide student resource inventory.
12. Provide career orientation in occupational exploration for students.

13. Relate school curriculum relevancy to student needs.
14. Determine relevancy of school curriculum for minority groups.
15. Determine relevancy of school curricula for minority groups.
16. Provide school food service for all students regardless of their ability to pay.

C. Programs of Instruction

1. Give special education more recognition.
2. Alert classroom teachers to teaching materials which are more useable.
3. Offer skill training in adult education.
4. Make available services for all special education areas in the state.
5. Provide preschool programs in special education areas.
6. Provide a school safety education program for grades K-12.
7. Provide a traffic safety education program.
8. Provide education programs in the areas of alcohol and health.
9. Provide education programs in the areas of drugs and health. (2 respondents)
10. Provide a motorcycle safety education program.
11. Provide a recreational safety educational program.
12. Provide a school transportation and safety education program.
13. Provide a sex education program.
14. Provide a health and safety education program. (2 respondents)
15. Provide a responsible citizenship education program.
16. Provide an environmental program.

17. Provide an early childhood education program.
18. Provide summer school programs. (2 respondents)
19. Evaluate the present elementary and secondary school curriculum.

D. Supportive Services

1. Disseminate to the classroom teacher current research findings on how children learn and what they imply.
2. Improve communication within the education community.
3. Provide guidance and counseling for adult education.
4. Provide knowledges and skills in adult education.
5. Make adequate use of paraprofessionals and give a more workable definition of their duties. (5 respondents)
6. Establish a central library in the Department.
7. List all schools in the Education Directory.
8. Establish a guidance information center.
9. Provide an inter-library loan system.
10. Provide inservice teacher training.
11. Provide inservice training in curriculum development and instructional improvement related to individualized instruction for teachers of mentally retarded children following concepts presented by Popham, Brunner, Bloom, and Krathwahl.
12. Establish a central professional library for State Department of Education personnel. (2 respondents)
13. Evaluate all recent and future publications disseminated from this agency.
14. Provide an inservice teacher training program in health.

15. Make a continued effort to upgrade meals served in school food service programs.

E. Human Resources

1. Involve the teacher in curriculum planning.
2. Improve the holding power of teachers in Kansas.
3. Investigate the certification process and make recommendations as to its effectiveness. (6 respondents)
4. Provide procedures for approving college and university education programs. (3 respondents)
5. Provide special training programs for teachers of minority group children from low-income families.
6. Define criteria for measuring teacher success (accountability).
7. Develop a teacher education program to prepare teachers for inner-city teaching.
8. Provide adequate staff for administering a rapidly expanding food assistance program.
9. Provide additional staff to teach nutrition at the elementary, junior high, and senior high school levels.

F. Physical Resources

1. Define and acquire needed office space and facilities.
2. Use video tape recorders in all educational programs.
3. Provide media to elementary and secondary schools.
4. Provide a small computer for the Department.
5. Provide student transportation to schools. (2 respondents)

6. Inventory all local public school district facilities, sites, and equipment.
7. Provide, during emergency situations, state funds for constructing school facilities in local school districts.
8. Provide for State Board of Education review and approval of preliminary and final school building plans from the standpoint of educational use and function before the LEA is authorized to take bids for construction.
9. Provide office space and equipment needed by staff.

G. Finance

1. Acquire more financial support for special education.
2. Increase financial support and improve fiscal controls.
3. Increase salaries for Department staff.
4. Obtain state support for continuing education programs in public schools.
5. Provide legislation requiring 4% state matching funds for health education, as required by federal regulations.

H. Organization

1. Implement more effective Department operations.
2. Consolidate attendance centers where improvement of educational opportunities would result.
3. Improve Department communications. (5 respondents)
4. Establish a research and coordinating unit. (3 respondents)
5. Establish a media and educational technology program.

6. Reorganize the Department. (2 respondents)
7. Increase the self-image of Department staff.
8. Provide opportunities for staff to obtain advanced degrees.
9. Involve staff in the decision making process.
10. Establish a planning section in the Department. (4 respondents)
11. Review and revise the self evaluation guides used in elementary and secondary schools.
12. Review and revise the instructional handbook used by visiting professionals.
13. Establish an information center which will report the activities of the Department to all media.
14. Separate regulatory duties from educational development functions.
15. Reappraise school organization in the light of student needs.
16. Establish the Department as a leader in minority group relations.
17. Coordinate and correlate, at all levels, the programs of each occupational sector.
18. Establish an elementary media center which would permeate all planning involving individualized instruction and reading improvement.

Comments

The final section of the appended questionnaire solicited the following comments from the staff:

1. "This questionnaire is a poor way of handling educational needs."
2. "In addition to general departmental list of needs, I would list the need for K-12 program in the arts and humanities which need

to be broadly examined to ensure that instruction in these fields will be addressed to the needs of every student and that the arts and humanities will receive adequate consideration as a part of general education."

3. "I concur with the attached statement. I would further state that better intra-agency communication and organization will result in better educational opportunities at the local level."
4. "Suggest: implementation of task force groups to reach conclusion and make recommendations."
5. "Optimal use of the video-tape recorder (VTR) in educational programs."

   "Problem: While it is possible to ascertain (from Organizational Reports) the number of districts engaged in VTR production, no information is available regarding either the specific uses made of VTR equipment or the degree of compatibility among existing VTR equipment. VTR is a potentially powerful instructional tool, both in the classroom and in inservice training. It may, if sufficient compatibility exists, offer a means of disseminating information throughout the state. It would seem appropriate for the State Department of Education to become involved in a project designed to promote optimal use of VTR in Kansas."
6. "The needs stated on page 3 seem to be state educational needs rather than Departmental needs. Those needs stated on page 3 are extremely vague and general."
7. "This questionnaire is quite ambiguous in that the needs stated on page 3 are for education of the state and not specific needs

of the Department."

8. "Questionnaire too vague. Difficult to interpret what is wanted."
9. "Why not begin a review of the Department Planning for FY 1971?"
10. "The need for streamlining the certification process (including the already initiated approved program method) has been stressed in recent meetings. Studies necessary to determine changes should be completed."
11. "It appears that the certification department needs additional help during the peak load period so teacher certificates could be approved within a reasonable period after the application has been accepted."
12. "Seasonal work to facilitate the issuance of certificates on time will make better relations between the teachers and administrators, and the State Department."
13. "Our section would benefit greatly by having seasonal help. Our work load is very heavy during the summer months. If we had help at that time we could get certificates to the teachers by the time school starts and thereby greatly improve public relations between the Department of Education and the teachers and superintendents."
14. "Received 3:40pm May 15 -- Can there be more lead time?"
15. "I feel that official agency goals should be established as soon as possible; that all employees know what these goals are. Priorities should then be established and that all employees know what these are. Then utilize all staff resources to do the necessary things that must be done to meet those needs."

16. "Department has consistently been concerned with administrative procedures. Seems we need to become more concerned about what and how happens to 'kids'."
17. "Analysis - paralysis."
18. "There is a 'need' to explain to the staff the proposed 402 Program and how it would fit into and serve the Department and the Kansas Educational System. On page 3 - 'needs of the Department' was confusing to many."
19. "I trust that further explanation of the programs will accompany the results of this survey."
20. "Needs listed on page 3 need to be defined."
21. "I do not agree with the listing of 1-12, page 3, if these are to indicate the needs of the Department in that order. A list such as that given tends to polarize thinking and limits input."
22. "Low salary ranges make it difficult to keep good gualified personnel. Changes need to be made to be more consistent for clerical help as well as professional."
23. "The work of this position is the equivalent of 'Education Program Administrator Range 39'."
24. "A study should be done related to the collective needs of adults who are still employable that make up the 680,000 Kansans without a high school diploma."
25. "Conduct district-wide evaluation programs to determine educational needs not only on the local level, but state-wide educational needs. District-wide evaluation includes evaluation of district office organization and services and evaluation also

of the elementary and secondary schools."

26. "We don't need any more studies. We need to do something about implementing ideas and changes already brought to our attention."
27. "The main problem is money and how to obtain it without additional taxation. How can we help legislators with this problem?"
28. "Reallocation of personnel in some cases and a management study of vocational education."

Discussion

The questionnaire could have benefited from pilot testing prior to introduction to the entire staff. This is indicated by several questions raised by staff as to what was desired on the questionnaire. A pilot test was not conducted, because it was felt that the additional expense of a pilot test was not justified since the questionnaire was intended as a one-shot item to be administered to a limited and well defined group of respondents. The purpose of the questionnaire was (a) to identify need studies conducted to support the work effort in the various sections of the Department and (b) to give Department staff an opportunity to state their opinions regarding educational needs. These two elements of information were needed to compile the full range of input documents needed to prepare a composite statement of educational needs to which the Department should address itself. Considering the information obtained from the questionnaire, the original objectives of this questionnaire survey were attained and a pilot test of the questionnaire was not needed.

A larger number of staff members returning the questionnaire would have been more desirable. The returns might have been greater if more information about the questionnaire had been presented prior to its distribution and procedures had been established for checking when questionnaires were returned so that follow-up procedures could have been implemented for outstanding ones. Implementation of such procedures are recommended for future efforts.

A satisfactory distribution of need statements was obtained from the staff. Statements were obtained for each of the eight need categories: (a) educational purpose, (b) clientele, (c) programs of instruction, (d) supportive services, (e) human resources, (f) physical resources, (g) finance, and (h) organization. These eight categories can be arranged in rank order of importance to the staff, using need statement fluency as an index. Such ranking produced the following results: organization, 28 statements; educational purpose, 23 statements; programs of instruction, 22 statements; supportive services, 20 statements; clientele, 17 statements; human resources, 16 statements; physical resources, 11 statements; and finance, 5 statements. This finding suggests that the Department staff is of the opinion that (a) re-organization is required within the Department and throughout the state, (b) considerable attention should be given to defining educational purposes, and (c) considerable effort should be devoted to improving the programs of instruction under the jurisdiction of and supported by the Department.

Summary

A questionnaire survey was conducted among professional staff of the Kansas State Department of Education. The questionnaire served to (a) identify need studies which have been undertaken in conjunction with the Department activities and (b) to solicit staff opinions regarding educational needs. Sixty-two per cent of the staff returned the questionnaire. The staff reported that 25 need studies had been conducted, and they recorded 142 statements of educational needs. The first three areas of need reported by the staff, in rank order of importance, were organizational reform, definition of educational purposes (goals and objectives), and improvement of educational programs, respectively. Comments obtained from the staff were reported.

APPENDIX

FOR IMMEDIATE ATTENTION

KANSAS STATE DEPARTMENT OF EDUCATION

402 Program Planning Questionnaire

Time start:_____

Introduction

The State Board of Education has requested that there be a review of Department Planning for FY 1972. In order to present to them a more systematic and comprehensive planning document than has been collected in the past, we are attempting some "planning." The steps are as follows: (a) to collect need information, (b) to assign priorities to needs according to a common set of evaluation criteria, (c) to design priority programs, and (d) to present the design to the State Board of Education and the Department staff.

This questionnaire deals with collecting need information.

IN ORDER FOR YOUR INPUT TO BECOME PART OF THIS ASSESSMENT, IT MUST BE RETURNED TO MR. U. H. BUDD, CHAIRMAN, 402 PROGRAM TASK GROUP NO LATER THAN 3:00pm, FRIDAY, MAY 15, 1970.

We are very interested in obtaining your input, so please return this questionnaire at your earliest convenience.

We will distribute the results of this survey to you no later than May 29, 1970.

Definition

We will be using the term "need" throughout this questionnaire. A need statement is defined as a statement of the real problem being faced by the society under consideration -- that statement of a problem which initiates consideration of an education/training system as a potential solution.

Need statements affect students, either directly or indirectly. A school lunch program affects students directly, and an SDE information dissemination system affects students indirectly.

Form (KSDE-RCM-7001)
5-7-70

Section I: Need Studies

Directions: All need studies that have been performed in conjunction with any of the Department activities will be synthesized to provide a Department-wide needs assessment. Listed below are those need studies identified to date. We are presently trying to identify all need studies that have been performed and should become part of the total Department needs assessment. Spaces have been provided below for you to list need studies that have been conducted but have not been identified herein. Only those need studies identified at this time will be used to assess Department needs for FY 1972. Please be as complete as you can. If you need more space, please use the back of the paper. If you use additional sheets of paper, please be sure to staple them to the back of this questionnaire.

Need studies of the Department:

1. Project SEEK under Title III Contract to Kansas State Teachers College of Emporia.

2. Vocational Education Manpower and Guidance Project being prepared by Kansas State College of Pittsburg.

3. Evaluation of Vocational Education in Kansas being prepared by the State Advisory Council for Vocational Education.

4. Public Administration Service Study being sponsored by the Kansas State Department of Administration.

5. Kansas State Department of Education Staff Survey (this questionnaire).

6. _____

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7. _____

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8. _____

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9. _____

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10. _____

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Section II: Needs

Directions: Following is a list of needs that have currently been identified. Spaces have been provided for you to indicate additional needs. As stated above, only those needs identified at this time will be used to assess Department needs for FY 1972, so please be as complete as you can. If you need more space, please use the back of the paper. If you use additional sheets of paper, please be sure to staple them to the back of this questionnaire.

Needs of the Department:

1. Student self-image program.
2. Learning according to needs program.
3. Student diagnosis in elementary education program.
4. Teacher training in student motivation program.
5. Noncollege bound student program.
6. Potential dropout and unmotivated program.
7. Reading program.
8. Attitude toward quality education program.
9. Student evaluation and assessment of achievement program.
10. Meaningful student involvement in learning situation program.
11. Continuous need assessment program.
12. Management information system program.

13. _____

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14. _____

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15. _____

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16. _____

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17. _____

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18. _____

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Section III:

1. Please check the division to which you are currently assigned.

   a. _____ Central Administration

   b. _____ Instructional Services.

   c. _____ Administrative Services.

   d. _____ Accreditation, Certification & Adult Education.

   e. _____ Vocational-Technical Education.

2. Please check your current State Civil Service Salary Range Number.

16 _____	23 _____	30 _____	36 _____	42 _____	48 _____
17 _____	24 _____	31 _____	37 _____	43 _____	49 _____
18 _____	25 _____	32 _____	38 _____	44 _____	50 _____
19 _____	26 _____	33 _____	39 _____	45 _____	51 _____
20 _____	27 _____	34 _____	40 _____	46 _____	52 _____
21 _____	28 _____	35 _____	41 _____	47 _____	53 _____
22 _____	29 _____				

Section IV: Comments

Do you wish to make any comments at this time?

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_____

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_____

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Completion Time: _____ Total Elapsed Time: _____

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